



CHILD SUPPORT SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CHILD SUPPORT SERVICES, DEPARTMENT OF	RELEASE DATE:	Friday, April 17, 2009
POSITION TITLE:	CCSAS Procurement and Project Office Director	FINAL FILING DATE:	Friday, May 1, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	04172009_1

POSITION DESCRIPTION

THIS POSITION IS PENDING SPB/DPA APPROVAL. Under the general direction of the Director and Chief Deputy Director of the Department of Child Support Services (DCSS), the CCSAS Office Director will be responsible for establishing the policies, processes and procedures necessary to implement the newly-created CCSAS Procurement and Project Office (CCSAS Office). The CCSAS Office is responsible for conducting the numerous large procurements and migration projects necessary to sustain CCSAS as the single, statewide child support system without disruption to services. Additionally, the CCSAS Office is responsible for providing the overall governance processes and project management support to the CCSAS related activities. The CCSAS Office Director makes policy-level decisions concerning CCSAS issues, risks and change control and directs CCSAS Office managers, contractors, and staff to support various procurement and project management activities in support of CCSAS. Additionally, the CCSAS Office Director is responsible for developing and implementing policies, standards, and procedures that comply with federal and state requirements and meet the needs of the state and local child support workers, customers, and advocates. The CCSAS Office Director must provide direction, oversight and influence in the following major areas: 1) management and oversight for new CCSAS procurements and migration projects policies, processes and procedures; 2) securing federal and state approval and funding to support CCSAS-related projects; and 3) ensuring CCSAS and departmental technology infrastructure systems are compatible and comply with statewide standards and directives.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

THE APPLICATION AND STATEMENT OF QUALIFICATIONS (SOQ) MUST INDICATE YOUR TOTAL YEARS OF EXPERIENCE (TO AND FROM DATES) AND CIVIL SERVICE CLASSIFICATION (NOT WORKING TITLE).

Your SOQ must include at least two examples of your ability to plan, organize, direct and oversee implementation of a very large or highly complex technology project and/or procurement activities. This should include formulation of budgetary and staffing issues and building and maintaining interpersonal relationships among individuals with shared and divergent positions or opinions. The examples should incorporate the performance of each of the activities listed below:

Leadership experience in working collaboratively with federal, state or local governments or political subdivisions, local community-based organizations, or public or private agencies in implementing and operating complex and large-scale programs or projects with substantial risk if not successful.

Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, define and achieve success across multi-disciplinary stakeholder interests, and provide excellent customer service.

Experience in developing policy relative to large procurement and complex technology systems, analyzing highly complex problems, recommending effective courses of action, developing mechanisms for identifying, evaluating and mitigating issues and risks and measuring accountability.

Demonstrated knowledge of information technology projects, structured project management methodologies, and an understanding of the use of current technology to meet the most complex business and procurement requirements.

Administrative experience promoting, negotiating, and communicating sensitive internal and external issues with the Governor's Office, Legislature, high-level State, Federal and other local officials and departmental managers.

Demonstrated knowledge of federal and state procurement laws, technology program rules and regulations, state, federal and county fiscal management procedures, and the goals and objectives of the statewide program.

DESIRABLE CHARACTERISTICS Leadership - Ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which includes: integrity, accountability and ethical behavior; understand and promote the vision and departmental mission; set and attain goals; create a clear sense of purpose; manage change; be

creative and innovative; and plan strategically.

Communication Skills - Ability to present information and express ideas in a clear, confident and convincing manner; and to receive, attend to, interpret and respond in ways that are appropriate to listeners and situations.

Decision-making - Ability to make informed decisions via objective data, research and analysis, and input from team members and key stakeholders; understand good government; and make difficult decisions and understand consequences of actions.

Team Work - Understands that success is achieved through the maximization of the skill sets of team members; possess the ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills; and creates a work culture that attracts and retains diverse and talented people.

Customer Service Orientation - Understands the importance of customer service and ensures customers' expectations and needs are met and/or exceeded; represents the department in a professional and respectful manner; is attentive to importance of time and urgency of issues; and understands and is sensitive to political influences.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CCSAS Procurement and Project Office Director**, with the **CHILD SUPPORT SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application and Statement of Qualifications screening committee. The screening committee will compare each applicant's qualifications for the position against the specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications and demonstrated management ability. Based upon the screening committee's evaluations, only the most qualified candidates may be invited to a hiring interview.

FILING INSTRUCTIONS

ALL APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE. Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Personnel Services Section/Administrative
Services Division

P.O. Box 419064 - MS 25, Rancho Cordova, CA 95741-9064
Sharon Marquez | 916-464-3867 | sharon.marquez@dcss.ca.gov

ADDITIONAL INFORMATION

Applications may be filed in person at 11150 International Drive, 2nd Floor, Rancho Cordova.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CHILD SUPPORT SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>